



Memorandum

To: Provosts and Chief Academic Officers
From: Paula K. Compton Ph.D., Associate Vice Chancellor
Date: April 13, 2023
Subject: Industry Recognized Credential Assurance Guides (ITAGs): Microsoft Office Certifications

I am pleased to announce four new Industry Recognized Credential Transfer Assurance Guides (ITAGs) for Microsoft Office Certifications.

ITAGs are a statewide transfer initiative that guarantees the award of college-level credit to students earning agreed-upon industry-recognized credentials. The ITAG policy was approved by the Chancellor in February 2021. Students meeting credentialing requirements, regardless of where the learning was achieved, will be eligible to earn credit for specified courses deemed equivalent by faculty and endorsed by Ohio's public institutions of higher education. To reduce variability in the transfer credit evaluation and application process, a set of college-level learning outcomes will be established for each ITAG. The learning outcomes, which will be aligned with applicable third-party program accreditation, credentialing, and/or other industry standards, will be vetted by faculty and industry as needed.

This memo provides an overview of the Microsoft Office ITAGs and the endorsement process and addresses expected compliance of postsecondary institutions.

Endorsement

All ITAG panels comprise postsecondary faculty, industry representatives as needed, and educators from Ohio Technical Centers (OTCs) and/or Secondary Career-Technical Centers. All panel members are listed on the last page of the attached ITAG documents.

An endorsement survey was sent to the Chief Academic Officers and Provosts of all 36 Ohio institutions of higher learning in March 2023, asking institutions to review and comment on the statewide learning outcomes and the alignment of four Microsoft Office exams to those learning outcomes. Based on the results of the survey, the ITAG panel recommended to ODHE that the Microsoft Office Certifications ITAG be approved.

Microsoft Office ITAGs

The Microsoft Office ITAGs allow individuals who hold one or more of the Microsoft Office certifications in the table below to be awarded the indicated credit hour(s) toward the



equivalent course(s) at an Ohio public institution of higher education, regardless of where the student received the education to prepare for the required exam. More information on requirements for credit can be found in the attached ITAG documents.

Credential Name	Exam	Course Name	Credit Hours
Microsoft PowerPoint Associate Level Certification	MO-300	ITMSOS001 Introduction to Microsoft PowerPoint	1
Microsoft Excel Associate Level Certification	MO-200	ITMSOS001 Introduction to Microsoft Excel	1
Microsoft Word Associate Level Certification	MO-100	ITMSOS001 Introduction to Microsoft Word	1
Microsoft Access Expert Level Certification	MO-500	ITMSOS001 Introduction to Microsoft Access	1-2

Compliance Expectations

Institutions offering individual courses similar to the learning outcomes of the four Microsoft Office ITAGs, should submit those courses for review in CEMS. A faculty panel will be established to review submitted courses for approval. Submission templates to assist institutions can be found on [the ITAG webpage](#), and compliance expectations can be found using this [link](#).

If you would like to nominate a faculty member to serve on the review panel, you may do so [here](#).

Some institutions may offer a three-credit or four-credit course that covers content more consistent with the full Microsoft Office Specialist certification, which covers the four applications listed above. We are currently developing a set of combined learning outcomes to enable institutions to earn ITAG approval for these courses, as well.

For questions about course equivalency and institutional compliance expectations for the Microsoft Office ITAGs, please contact Ben Parrot, Senior Associate Director of Secondary Career-Technical Alignment Initiative (SCTAI) Implementation, at BParrot@highered.ohio.gov.